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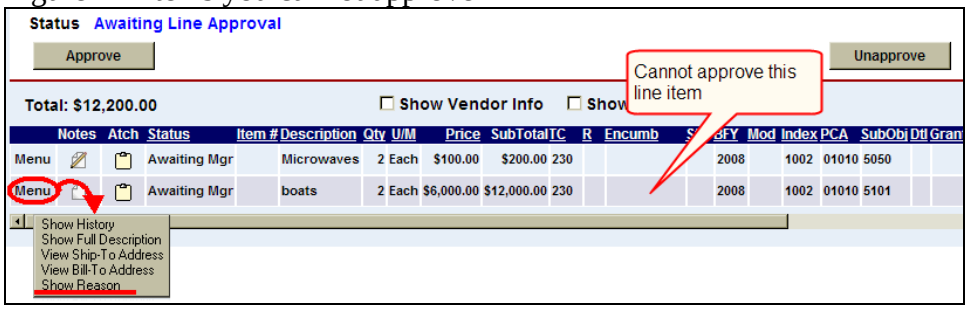
# PURCHASING USER MANUAL

# REQUISITIONS YOU ARE UNABLE TO APPROVE

## INTRODUCTION

Requisitions or requisition line items shaded in purple mean that you cannot approve them. Click **Approve** next to a requisition and then click a line item **Menu** and **Show Reason** to find out why you cannot approve the item.

Figure 1 – Items you cannot approve

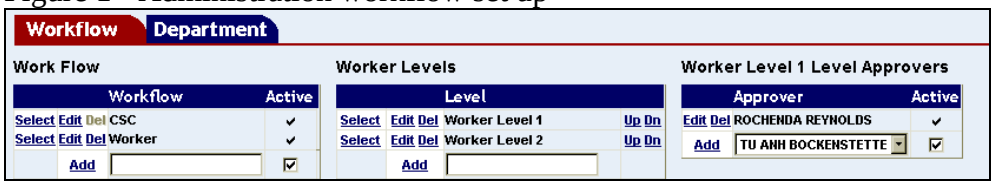



## ADMINISTRATION SETTING THAT RESTRICT APPROVALS

This is usually due to restrictions set by your Purchasing administrator, such as:

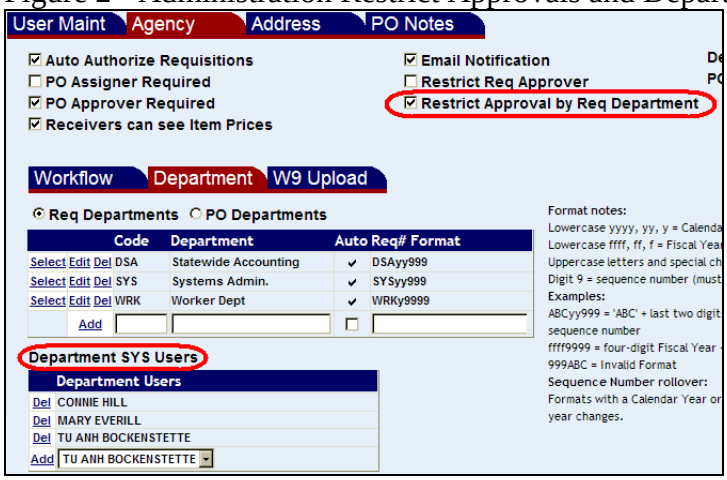
A. You are not part of the requisition workflow. Your administrator will set up your workflow:

Figure 1 - Administration workflow set up



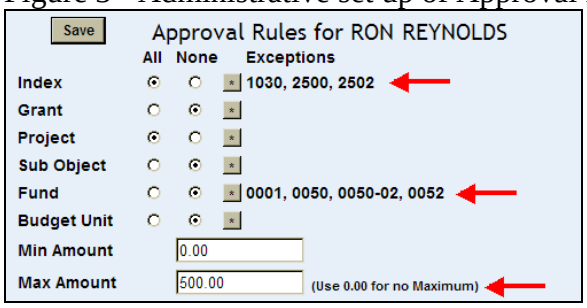
B. You are not part of the Requisition Department and your administrator has restricted approvals by department. Your administrator will set up your Agency rules and the Requisition Department users.

Figure 2 - Administration Restrict Approvals and Department Users




C. The line item(s) have fiscal coding or a dollar amount which your approval rules do not allow you to approve. Your administrator will set up your approval rules.

Figure 3 - Administrative set up of Approval Rules




D. You created the requisition and you are an approver, but the administrator has restricted approvers from approving their own requisitions. Your administrator will set up your Agency rules.

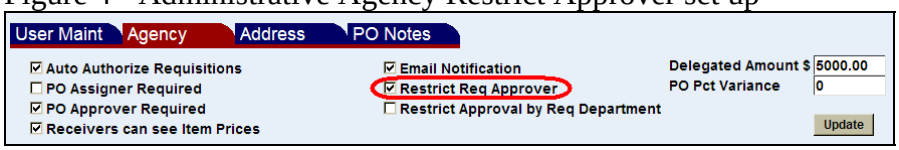



Figure 4 - Administrative Agency Restrict Approver set up